

City of Tupelo

Job Description

Director of Planning & Community Development

EXEMPT (Y/N):	SALARY LEVEL: Grade 18
LOCATION: City Hall	SHIFT:
DEPARTMENT: Planning	SUPERVISOR: Mayor

SUMMARY:

Serves as head of the Department of Planning and Community Development working directly with the Chief Operations Officer, Mayor and City Council to coordinate the long-range development plans of the City of Tupelo. Supervisory responsibility for all the employees of the department

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drafts and coordinates the program of work for the department including the budget required to effectively carry out all programs and objectives
- Authorizes all budget expenditures of the department and approves all requisitions, purchase orders and expenditures not directly connected to budgeted items contained in grant programs
- Participates directly in the identification and analysis of long-range public policy issues as assigned by the Mayor and City Council
- Coordinates special projects such as annexation, redistricting, traffic management and improvements, property management and the implementation of capital improvements such as streets, bridges and drainage improvements
- Directs the preparation, maintenance and updating of the City's comprehensive plan and other developmental plans
- Supervises the collection and analysis of data, drafting of projections and coordination of research that leads to the establishment of priorities for public capital improvements
- Reviews program functionality and project plans of all departments to ensure consistency with developmental policies contained in comprehensive plans and established by the Mayor and City Council
- Consults with the building official in the coordination and review of building and site plans and specifications pursuant to applications for building permits filed with the City
- Maintains final authority to issue or deny any such permit

- Serves as the administrator of the zoning ordinance with final authority over all staff interpretations of the zoning ordinance, subdivision regulations and other ordinances and regulations enforced by the department, maintains enforcement and citation powers for all such ordinances
- Administers the contractor and subcontractor licensing ordinance
- Serves appointments to the CDF, MMA and MEC Committees and to the Lee County Council of Governments as needed

SUPERVISORY RESPONSIBILITIES:

Supervisory responsibilities for all employees of the department, supervises and coordinates the activities of all citizen advisory boards involved in the planning process including the Planning Committee and License Commission. May serve on the Traffic Committee

QUALIFICATION REQUIREMENTS:

Each essential duty must be satisfactorily performed. Reasonable accommodation which does not create undue hardship will be made to enable individuals with disabilities to perform the essential functions

EDUCATION AND/OR EXPERIENCE:

- Master's Degree and/or equivalent work experience in City Planning, Urban Planning or Regional Planning.
- Six years of progressively responsible experience in preparing and coordinating comprehensive and other long-range development plans for municipal or county governments comparable in size or complexity to the City of Tupelo
- Minimum of three (3) years of experience in supervisory capacity preferred.
- Extensive practical knowledge of the principles, practices and objectives of city planning including a thorough knowledge of current literature, trends and developments in the field.
- Knowledge of socioeconomic factors involved in city planning and quantitative methods and research techniques used in the field including an understanding of related engineering principles
- Capable of reviewing complex technical plans and specifications for commercial and other development projects and determining their compliance with applicable City laws and regulations
- Familiar with all aspects of the preparation of applications and proposals for Federal, State or private funds for community and economic development projects. Experience in administration of Federal, State and other grants preferred.

LANGUAGE SKILLS:

The ability to read, analyze and interpret current literature, trends and developments in the field. Ability to effectively present information and explain detailed project activities and regulations to the Mayor and City Council, committees and boards and general public

REASONING ABILITY:

- Capable of organizing and administering the functions of the department, including planning, assigning and directing in the work of subordinates
- Establishes and maintains effective working relationships with other City departments involved in city development efforts.
- Ability to work independently of direct supervision
- Must regularly resolve difficult technical questions relative to laws, policies and activities of the City.
- Ability to make crucial decisions exercising judgment and discretion with regard to interpretation of Departmental policies, procedures and regulations and with respect to Federal and other regulations.
- Maintains a highly visible presence as a representative of the City and the Department with a wide variety of development agencies and the general public.
- Must possess a high degree of competence in meeting and interacting with the public, members of the press, other news media and agencies and individuals involved in the development process.
- Ability to maintain effective working relationships with agencies and individuals involved in the planning process and general public while exercising managerial and regulatory functions

CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

Must possess a valid Mississippi Driver's License and a Social Security number
Non U.S. citizens must have appropriate immigration documents

PHYSICAL DEMANDS:

The following physical demands are representative of those that the employee must meet to successfully perform this job. Reasonable accommodation which does not create undue hardship will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to talk, hear, sit, walk, and stand. Employee will be occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

Specific vision abilities required include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to focus.

Employee must be able to occasionally lift up to thirty (30) pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee regularly works inside a typical office. The employee will perform duties outdoors while conducting official business and commuting between offices. The indoor noise level is moderate. The employee may encounter angry customers and may experience eye fatigue